

## CALIFORNIA DEPARTMENT OF VETERANS AFFAIRS

*"Honoring California's Veterans"***Classification:** Associate Property Agent (\$4,255-\$5,172)**Will also consider:**

Assistant Property Agent (\$3538-\$4300)

Junior Property Agent (\$2724-\$3156)

**Permanent – Full Time****Location:**

Department of Veterans Affairs

Farm and Home Purchases Division – Loan Processing Unit

1227 "O" Street

Sacramento, CA 95814

**Who Should Apply:** Current State employees in this classification or those who are eligible on a certification list, transfers, or reinstatement. Eligible honorably discharged veterans are encouraged to apply. SROA/SURPLUS PROVISIONS APPLY.**Duties and Responsibilities:****(Duties will be commensurate upon classification selected)**

Under the direction of the Loan Processing Unit Manager, (Senior Property Agent) the Associate Property Agent will perform duties relative to the initial processing of Cal Vet Home Loans. Specific duties:

- Analyze and determine military, credit and income eligibility and enter data into MITAS.
- Generate loan status letters and good faith estimates.
- Review and approve preliminary title reports.
- Prepare loan application transmittal to escrow.
- Process prequalification requests.
- Review appraisals and determine property values.
- Calculate dwelling replacement costs for hazard and disaster insurance.
- Communicate effectively with the public/customers, other Agencies, and other staff within the Department (in a team environment) in written and verbal form through e-mail, fax, telephone, regarding Loan Processing.
- Disseminate information to the public and real estate professionals regarding Department policies, procedures, contracts, statutes and regulations (electronic/written/verbal – in person or on the phone).
- Train other staff and attend training as required.
- Use the computer systems and programs (MITAS, Microsoft Word, Excel, Outlook, Internet/Intranet) for analyzing accounts (MITAS), inputting data, word processing, preparing spreadsheets/reports, and performing research in the performance of Loan Processing functions (or as needed by the Division).
- Provide field contact as needed and at times that may be outside of normal working hours to communicate with contract holders or conduct occupancy checks.
- Attend community events or industry meetings on behalf of the Program for marketing, training or informational purposes (may include public speaking).

**Working hours: Monday through Friday, 8:00am to 5:00pm.****How to Apply:**

Candidates should submit a State Application (STD. 678), résumé to:

CA Department of Veterans Affairs

1227 "O" Street, Room 402

Sacramento, CA 95814

Attention: Juanita Rios, Ref: M80 147- 06/07

**Inquires:**

Voice: (916) 653-1984

TDD: (916) 653-1966

**In Line #12 on the State Application, you must reference M80 147 06/07, you must clearly indicate the basis of your eligibility; i.e., List, Transfer, SROA, Surplus, Re-employment, or Reinstatement. Failure to do so could result in being rejected from the interview process.**

**Final Filing Date: June 1, 2007**

AN EQUAL OPPORTUNITY EMPLOYER - EQUAL OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION. IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORKPLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS. PER MILITARY AND VETERANS CODE, SECTION 80, WHENEVER POSSIBLE, PREFERENCE SHALL BE GIVEN TO VETERANS FOR EMPLOYMENT IN THE DEPARTMENT OF VETERANS AFFAIRS. APPLICATIONS WILL BE SCREENED AND ONLY THE MOST QUALIFIED WILL BE INTERVIEWED. BRD RELEASED: